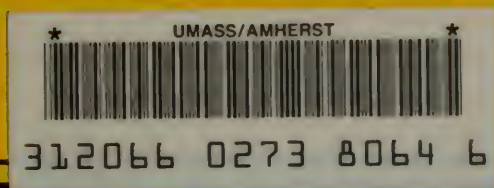


MASS: ED 51.2: C81

# CORRESPONDENCE COURSES



education for the 'eighties

GOVERNMENT DOCUMENTS  
COLLECTION

HIGH SCHOOL CREDIT  
NON-CREDIT

AUG 13 1987

University of Massachusetts  
Depository Copy

- ART
- AUTOMOTIVE
- BUSINESS
- CIVIL SERVICE
- ENGINEERING
- ENGLISH
- G.E.D. PREPARATION
- LANGUAGES
- LAW AND THE LEGAL SYSTEM
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCES



BUREAU OF STUDENT, COMMUNITY  
AND ADULT SERVICES



MASSACHUSETTS DEPARTMENT OF EDUCATION

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Additional Services Offered by the  
Bureau of Student, Community and Adult Services

### *Adult Basic Education*

Serves adults with less than an eighth grade education whose deficiencies prevent them from gaining or retaining employment. Also serves those for whom English is a second language. There is no charge for these services.

### *Massachusetts High School Equivalency Certificate*

The High School Equivalency Office administers a statewide network of testing centers where adults who have not received a high school diploma may take a battery of General Educational Development (GED) tests leading to the awarding of the High School Equivalency Certificate.

## TABLE OF CONTENTS

### GENERAL INFORMATION

What is a Correspondence Course? .....	3
Mechanics of Participation .....	3
Courses of Study .....	4
Advisory Service .....	4
Textbooks .....	5
Free Tuition .....	5
Grading System .....	5
Time Limitations .....	6
Time Extensions .....	6
Refunds .....	6
Transfers .....	6
Lesson Service .....	7
Supervised Final Examinations .....	7
Certificates and Transcripts .....	7
Withdrawal of Courses .....	8
H.S.U. ....	8

### DESCRIPTION OF COURSES

Art .....	9
Automotive .....	10
Business .....	11
Civil Service and License Preparation .....	13
Engineering .....	14
English .....	15
G.E.D. Preparation .....	20
Languages .....	21
Mathematics .....	23
Sciences .....	26
Social Sciences .....	28

<b>TEXTBOOK PRICE LIST .....</b>	<b>33</b>
----------------------------------	-----------

<b>INDEX TO COURSES .....</b>	<b>38</b>
-------------------------------	-----------

The Massachusetts Department of Education insures equal employment opportunities/affirmative action regardless of race, color, creed, national origin or sex, in compliance with Title IX, or handicap, in compliance with Section 504.



## CORRESPONDENCE STUDY

## GENERAL INFORMATION

### What is a Correspondence Course?

It is a method of learning involving a one-to-one exchange of information, ideas, and problem solutions between teacher and student, primarily by means of printed and written messages.

Usually the course package consists of one or more standard texts, a lesson packet containing cover sheets, lesson paper and envelopes, and a Study Guide.

What is the Study Guide like? Each lesson in the Study Guide tells what to study and lists the homework questions to be answered in writing. Most of the Guide, however, is devoted to the instructor's message or commentary which is the gist of what a teacher might say in class.

Nation-wide research has shown that there is no significant difference (as measured by final examinations) between class instruction and correspondence instruction. Some students, in fact, are more successful in correspondence courses than in class, perhaps because of a reluctance to compete with others. Many students work harder in a correspondence course because, if they do the lesson at all, they do the entire lesson rather than listen to someone else recite.

### Mechanics of Participation

Now let's look at the mechanics of participating in a correspondence course. Apply in person or by mail, using the application blank provided in this catalogue. High school students need the signature of a guidance counselor. Veterans, senior citizens and others entitled to free tuition by law follow the special procedures indicated under the section on *Free Tuition*.

What happens when you send your homework to the office? Your lesson is logged in on your record card and mailed, within hours, to your instructor. Your instructor will correct, grade and write teaching comments on your paper. Back at the office, your grade is recorded and your lesson mailed to you promptly.

Is correspondence instruction impersonal? No, far from it! You may be as personal as you like in your lessons. Your instructor, in commenting on your work, writes individual, personal comments. By the time the course is over, you feel as if you and the instructor know each other rather well. (That's what students tell us.)

Find out what a correspondence course is really like by enrolling. But avoid the one great pitfall—just plain not getting around to doing the lessons!

You may enroll in correspondence courses at any time of the year, at your own convenience. There is no “starting date.” Send or bring the application together with a check or money order to the Bureau of Student, Community and Adult Services, 1385 Hancock Street, Quincy, Massachusetts 02169. Make check payable to the Commonwealth of Massachusetts. In order to determine the amount of the check, add the tuition fees for the particular course you want, plus the cost of the books. Fees and cost of books are given at the end of each course description in this catalogue. Registration fees are included in the tuition fees.

## **Courses of Study**

We offer about 50 high school credit and non-credit courses in various fields. The high school credit courses are (in most cases) suitable for young people and adults. Many high school graduates enroll in our courses just for a refresher. We even have a generous sprinkling of college graduates taking the high school courses.

The non-credit courses may sometimes be used as credit courses ( $\frac{1}{2}$  unit) at the discretion of the guidance counselors of the particular schools. Many of these courses are designated as “non-credit” because they are not courses that are usually offered in high schools.

Credit for high school courses is expressed in Carnegie units. One high school unit (1 HSU) is equal to the work completed in a class session of at least 40 minutes on 180 school days.

## **Advisory Service**

To get credit for a course, high school students must have the written consent of their school principal or guidance counselor. This written consent assures us and the student that the credit will be accepted by the school upon the successful completion of the course. We encourage prospective students to call us if they have any doubts about the suitability of particular courses for their needs. Guidance counselors, in particular, take advantage of this counseling service. Please call us at 770-7582 if you have any questions.

## Textbooks

The cost of all texts and materials needed for a course is listed at the end of each course description. The names of specific texts for each course are listed at the end of the catalogue under *Textbook Price List*.

## Free Tuition

By acts of the State Legislature, the following legal residents of Massachusetts may enroll without charge for instruction (except for the \$5.00 registration fee for each course plus cost of texts) upon presentation of acceptable proof of eligibility for free instruction:

- (1) Veterans of World Wars I, II, Korean or Vietnam conflicts;
- (2) Members of the Armed Forces who are both residents of Massachusetts and currently stationed in Massachusetts;
- (3) Legally blind persons;
- (4) Senior citizens (65 years of age or over);
- (5) Patients in state, county, or federal hospitals in Massachusetts;
- (6) Inmates of Correctional Institutions in Massachusetts.

All those eligible for free instruction pay a \$5.00 registration fee for each course plus any cost for textbooks.

*Veterans* must submit copy of military discharge papers and evidence of residence if applying for the first time.

*Senior citizens* must submit proof of age and evidence of residence if applying for the first time.

Inmates must have their applications signed by the appropriate education officer.

## Grading System

The grading system is similar to that found in most high schools in the state. The following letter grades are used:

A (90-100%)	Superior
B (80-89%)	Above average
C (70-79%)	Average
D (60-69%)	Low passing
F (below 60%)	Failure
INC.	Incomplete. Work may be resubmitted.

If the grade on an individual lesson is below passing, that lesson may be resubmitted once. No lesson may be submitted for correction a third time.

Your instructor may award you a grade of "Incomplete" if part of the lesson assignment has been omitted. In this case, you



should return your original lesson plus the additional work needed. Your grade on the completed lesson will replace the "Incomplete." If the resubmitted lesson is still not complete, it may not be submitted a third time. Students whose overall lesson average is failing, even after lessons have been resubmitted, will not be permitted to take the final examination. If the grade on an examination is below passing, the student may apply for a second examination upon payment of a \$3.00 re-examination fee. A three-month interval for review is usually required. A failure on re-examination is a failure for the course even though the lesson average is satisfactory. The *final grade* for a course gives equal weight to the lesson average and the examination grade. Both must be passing or better to successfully complete the course.

### **Time Limitations**

You are allowed up to two years to complete a course. This is more than ample time to finish any course. The average student sends in a lesson per week. To get the most out of your course it is best to set up a time schedule and then stick to it.

### **Time Extensions**

Under unusual circumstances, a time extension beyond the two-year limit may be allowed at the discretion of the supervisor in charge of student services. Request for an extension must be made in writing before the two-year limit has expired. No time extensions will be allowed if none of the lessons have been sent in at the time of the request. There is a \$3.00 fee for any time extension granted.

### **Refunds**

There are *no* cash refunds.

### **Transfers**

If you request a transfer from one course to another, you will be expected to pay a transfer fee of \$3.00 plus \$3.00 for each lesson already submitted. You will be charged the difference in tuition rates if the tuition of the course to which transferred is higher or you obtain a refund if the tuition of the second course is lower. The full cost of books will be charged.

If the transfer is made at the suggestion of the instructor, the \$3.00 transfer fee is not charged. Transfers are approved only during the first three months of enrollment and when not more than three lessons have been submitted.



## **Lesson Service**

Allow at least two weeks for the return of the lesson during 11 months of the year. During the month of August, many of the instructors are on vacation, and though you may continue sending in your lessons during that month, please don't be surprised if there is a delay in having your lessons returned. We have a four-way mailing system. You send your lesson to the Bureau of Student, Community and Adult Services; we in turn send it to the instructor; the instructor grades and returns the lesson to us, and we send it back to you. The mails can be a bit slow sometimes, so please be patient. If you have any questions or are worried about a delay in the return of your lesson, please call us at 770-7582.

## **Supervised Final Examinations**

All credit courses and many non-credit courses have supervised final examinations. You must apply for the examination not later than 30 days after completing the last lesson. An application for the exam is usually found at the end of your Study Guide for the course, or else in the packet of materials that was sent to you with the course. Supervised examinations are not given at the Bureau of Student, Community and Adult Services. Examinations may be supervised by any public school official at his/her convenience, provided the student makes arrangements in advance. Students in the Armed Forces may similarly take examinations under the supervision of an officer. In special cases and under certain circumstances, arrangements may be made with the Supervisor of Correspondence Instruction at the Bureau of Student, Community and Adult Services for personal proctoring of an examination.

## **Certificates and Transcripts**

Certificates are issued without charge to students who complete a high school credit course with a passing or better grade. If you wish to transfer credit (high school units) to your local high school, you should ask the Bureau to send an official transcript to your guidance counselor. The processing fee is \$1.00 for the transcript.

Certificates are no longer issued without charge in non-credit courses. (The fee is \$1.00) Since there are no credits to be transferred, the transcript is usually not needed. (A transcript is an official document used to transfer credit from one educational institution to another.)

**Withdrawal of Courses**

The Bureau of Student, Community and Adult Services reserves the right to discontinue any course without prior notice. We cannot guarantee that a student who is enrolled in Part 1 only will always be able to obtain Part 2 of the course. However, Part 2 will usually be available long enough to accommodate the student who is reasonably prompt in submitting his/her work.

**H.S.U.**

HSU means high school unit. A course offering one high school unit of credit covers the work of an entire school year. Part 1 of a course corresponds to the first semester of the school year, and Part 2 corresponds to the second semester.

## DESCRIPTION OF COURSES



art

### High School Credit

#### Basic Drawing Techniques

(1/2 HSU)

Fifteen lessons

Here is a “must” course for the beginner in art. You’ll learn the necessary information about the basic structure of objects, perspectives, light and shade, local color, and composition. At the same time you’ll learn how to interpret your surroundings (indoors and outdoors) and ideas into concrete drawings. You will be taught how to observe basic elements in nature and in man made objects. Learn drawing at home while enjoying art application.

Massachusetts tuition: \$45.00  
 Out-of-state tuition: \$53.00  
 Cost of books, etc.: \$15.00

#### Interior Design, Parts 1, 2

(1 HSU)

Ten lessons in Part 1  
 Six lessons in Part 2

Decorating one’s home often involves a costly investment which leads to confusion and indecision.

This course in Interior Design is planned to help you to develop understanding and confidence in making wise choices—economically as well as for reasons of beauty. It will cover the principles of good design essential to a beautiful home. Color coordination, window and wall treatments, furniture arrangements are only a few of the topics explored.

Massachusetts tuition: Part 1, \$30.00; Part 2, \$17.50  
 Out-of-state tuition: Part 1, \$35.00; Part 2, \$21.00  
 Cost of books, etc: \$ 6.50





# automotive

## High School Credit

### Automotive Engines

(½ HSU)

Fifteen lessons

The theory of operation and the construction, maintenance, and repair of automobile engines are explained in terms understandable to the beginner. The lessons discuss in detail shop practice; fundamentals of the automobile, engine operation, measurements, and types; engine construction; the electrical, fuel, lubrication, and cooling systems; trouble shooting; engine and electrical system service. The course meets the standards set by the automotive industry and the American Vocational Association.

Massachusetts tuition:	\$45.00
Out-of-state tuition:	\$53.00
Cost of books, etc.:	\$35.00

### Automotive Chassis

(½ HSU)

Fifteen lessons

The lessons in this second course include servicing the fuel, lubrication, and cooling systems; drive lines; rear axles, and differentials; springs, and suspension; servicing the steering system, and brakes; tires; and body frame. Uses same text as *Automotive Engines*.

*Prerequisite: Automotive Engines or the equivalent knowledge.*

Massachusetts tuition:	\$45.00
Out-of-state tuition:	\$53.00
Cost of books, etc.:	\$35.00



## business

### **Bookkeeping, Parts 1, 2**

(1 HSU)

Twelve lessons in each part

An introductory course provides not only facts about business but the record-keeping practice needed by operators of small shops or retail stores and by clerical employees who work with financial information. The teaching approach is practical rather than theoretical. Simple balance sheets and profit and loss statements are taught to give an understanding of the end result of record-keeping. Emphasis is then given to recording the most common transactions and tracing them through to the final statements.

Massachusetts tuition:	Part 1, \$35.00; Part 2, \$32.50
Out-of-state tuition:	Part 1, \$41.00; Part 2, \$39.00
Cost of books, etc.:	\$31.00

### **Typewriting, Parts 1, 2**

(½ HSU)

Twelve lessons in each part

Basic typewriting skills for personal or vocational use are taught effectively by correspondence. The touch system is used throughout the course. Basic letter styles, manuscript and correspondence procedures and the typing of business forms are included. You'll need your own typewriter (manual or electric).

Massachusetts tuition:	Part 1, \$35.00; Part 2, \$32.50
Out-of-state tuition:	Part 1, \$41.00; Part 2, \$39.00
Cost of books, etc.:	\$23.00

**Applied Business Law, Parts 1, 2**

(1 HSU)

15 lessons in each part

A study of legal rules applying to business situations and transactions. As a way of introduction the course offers a comprehensive review of law in general as it relates to society and its members, including a discussion of the fundamentals of civil and criminal law and an examination of the court system. This is followed by materials on contracts, bailments, sales, debtors and creditors, commercial paper, employment, agency, insurance, property, and business law organization. The student learns about business through the reading of textual materials and by reflecting upon hypothetical as well as actual problems.

Massachusetts tuition:	Part 1, \$42.50; Part 2, \$40.00
Out-of-state tuition:	Part 1, \$50.00; Part 2, \$48.00
Cost of books, etc.:	\$20.00

**Small Business Management**

(½ HSU)

Twelve lessons

Here's a practical how-to-do-it course for the young adult just starting out in business, the senior citizen starting a new career, or anyone engaged in business on his own. The topics covered include marketing channels; pricing policies; serving customers; salesmanship; advertising and sales promotion, purchasing policies and procedures; stock control; financing a business; financial problems; insurance; credit and collection; budgeting, human relationships; selection, training and promotion of employees; selecting a location; securing a building and equipment; office operations; government regulations; taxation.

Massachusetts tuition:	\$37.00
Out-of-state tuition:	\$44.00
Cost of books, etc.:	\$15.00

**Business Mathematics** (see page 24)





# civil service & license preparation

## Non-Credit

### Basic Civil Service Training

Ten lessons

This course provides an intensive pre-employment review of the knowledge and basic skills in English and arithmetic necessary for Civil Service positions such as junior and senior clerk typist. The major topics are English grammar, including punctuation, capitalization, vocabulary and spelling, as well as arithmetic. The mathematics included in the course involves the four operations on whole numbers, decimals and fractions, percents, business applications and ratio/proportion. There is also a section on general business training which covers correspondence, filing, communications and office machines. In addition to the above, there is a section on aptitude and skill which encompasses most of the requirements for clerical and office work.

Massachusetts tuition: \$30.00  
 Out-of-state tuition: \$35.00  
 Cost of books, etc.: \$ 8.00

### Building Custodians' Preparation

Seven lessons

These seven lessons provide technical information needed to prepare for the state civil service examination for junior building custodian. Topics discussed include cleaning methods, care and maintenance of oil burners, the operation of electrical generators and motors, electrical wiring, fire prevention, the care of floors and lavatories, etc.

Massachusetts tuition: \$22.50  
 Out-of-state tuition: \$26.00  
 Cost of books, etc.: \$ 7.50



# engineering

## Non-Credit

### Basic Television, Parts 1, 2

Twelve lessons in each part

Here is a wealth of information about the home television receiver. Theory is explained and illustrated in technical but simple terms. What works and why is constantly emphasized as well as why some alternative choices are impractical.

To understand a complex system such as a television set, it is necessary to study the individual parts separately. Your ability to understand the intricate receiver will depend upon your persistence in learning TV receiver circuits and functions, one by one. The FM sound track is studied, and one assignment on servicing, plus two assignments on the color system and receivers. Supervised final examination.

*Prerequisites:* Basic Radio Applied and Algebra 1 or their equivalent.

*Level of difficulty:* post-secondary technical institute.

Massachusetts tuition: Part 1, \$35.00; Part 2, \$32.50

Out-of-state tuition: Part 1, \$41.00; Part 2, \$39.00

Cost of books, etc.: \$30.00

### Basic Electronics, Parts 1, 2

Twelve lessons in each part

Starting with electrons and the atom, the course progresses to d-c circuits, magnetism, a-c circuits, vacuum tubes, and transistors. The fundamental principles taught are applied in areas of communications electronics (especially radio and television), industrial electronics, and the computer. Basic principles are explained first, followed by typical applications and common troubles. This procedure, along with a step-by-step development and thorough analysis of main topics, has proved to be practical and useful to technicians in the field. Supervised final examination.

*Prerequisite:* Algebra 1 desirable but not absolutely required.

*Level of difficulty:* post-secondary technical institute.

Massachusetts tuition:	Part 1, \$35.00; Part 2, \$32.50
Out-of-state tuition:	Part 1, \$41.00; Part 2, \$39.00
Cost of books, etc.:	\$30.00

## Transistors, Parts 1, 2

Ten lessons in each part

After studying transistors and diodes, the emphasis here is on transistor circuits in action. The common emitter, common collector and common base circuit are all studied both by DC and graphical analysis — also, the effect of temperature on these circuits. Oscillators and power supplied are also covered. *Prerequisites: Basic Radio Applied and Algebra 1* or the equivalent.

*Level of difficulty:* post-secondary technical institute.

Massachusetts tuition:	Part 1, \$30.00; Part 2, \$27.50
Out-of-state tuition:	Part 1, \$35.00; Part 2, \$33.00
Cost of books, etc.:	\$13.00



# english

## Non-Credit

## Vocabulary Building

Ten lessons

Would you like to increase your vocabulary so that you are able to express yourself more forcefully and effectively? Would you like to learn how our language has evolved and why we now employ some of the words — words describing feelings, human traits and faults — and expressions which have come to us from many sources? Here is a chance to enlarge your vocabulary to fit your needs by studying a lively text and following a Study Guide full of challenging lessons. Supervised final examination.

Massachusetts tuition:	\$32.50
Out-of-state tuition:	\$38.00
Cost of books, etc.:	\$ 4.00



## High School Credit

### English for Everyone, Parts 1, 2

(1 HSU)

Ten lessons in each part

With a casual and often humorous paperback as a text, this basic English course promotes proper verbal expression by teaching all the components of the sentence. Each lesson focuses on a different part of speech and adds punctuation, grammar, and spelling tips.

Part 2, while adding other basic concepts to those in Part 1, also asks the student to use these skills in writing a series of compositions, starting with a brief paragraph and leading to a book report and a final paper.

Massachusetts tuition: Part 1, \$30.00; Part 2, \$27.50

Out-of-state tuition: Part 1, \$35.00; Part 2, \$33.00

Cost of books, etc.: \$ 4.50

### English IX, Parts 1, 2

(1 HSU)

Ten lessons in each part

Short stories, poetry, essays and sketches, biographies and personal recollections, three plays (one by Chekhov, one by Robert Sherwood about Abe Lincoln, and Shakespeare's *Romeo and Juliet*), and finally Dickens' novel, *Great Expectations*, make up the reading for this diversified course in English.

You are your own teacher in the Language Skills section, which uses a programmed text for guidance. The writing of compositions, some work on summarizing (précis writing), and a review of grammar is stressed to give you a clearer idea of how to express yourself well. A novel of your own choice with your own interpretation of it rounds out the course.

Massachusetts tuition: Part 1, \$30.00; Part 2, \$27.50

Out-of-state tuition: Part 1, \$35.00; Part 2, \$33.00

Cost of books, etc.: \$26.00

### English X, Parts 1, 2

(1 HSU)

Ten lessons in each part

In this course you will consider aspects of modern day problems as interpreted by basic language skills and strengthened by advanced skills for variety and enrichment. By following clear directions to plan compositions, and how to

write social and business letters correctly, you will learn how to express your own ideas.

You will find variety in reading presented by novels such as *Silas Marner*, *The Bridge of San Luis Rey*, and a book of your own choice. Interesting classical selections, short stories, poetry, and essays point out the overlapping problems of the past and present. Political ideas of today are emphasized by an in-depth study of *Julius Caesar*.

*Prerequisite: English IX or the equivalent.*

Massachusetts tuition: Part 1, \$30.00; Part 2, \$27.50

Out-of-state tuition: Part 1, \$35.00; Part 2, \$33.00

Cost of books, etc.: \$30.00

## **English XI — College Preparatory, Parts 1, 2**

(1 HSU) Ten lessons in each part

Our concern in this course is with the most important writers of our country from colonial days to the present. We teach what to look for in a literary work and how to judge the quality of what is read. Among the writers studied are Thoreau, Emerson, Hawthorne, Harte, Whitman, Twain, Stephen Crane (with special emphasis on *The Red Badge of Courage*), several black writers, Willa Cather, Hemingway, Faulkner, Steinbeck, Benet, Frost, Sandburg and others. The language skills portion of the course emphasizes practice in English and composition.

*Prerequisite: English IX and X or the equivalent.*

Massachusetts tuition: Part 1, \$30.00; Part 2, \$27.50

Out-of-state tuition: Part 1, \$35.00; Part 2, \$33.00

Cost of books, etc.: \$30.00

## **English XI — General, Parts 1, 2**

(1 HSU) Ten lessons in each part

The literature text for the course, *Adventures for Americans*, contains short stories, poems, plays, and essays by some of America's best writers, past and present. *English 3200* is a programmed grammar text, which allows you to work through problem areas of grammar on your own, one step at a time. Included in the second part of the course are units on

newspapers, advertisements, and how to separate fact from opinion. You will choose one of three modern plays (*Death of a Salesman*, *The Miracle Worker*, or *Inherit the Wind*) for independent reading, as well as a novel, short stories, or a selection of poems.

*Prerequisites:* Two units of high school English. This course is recommended for general students.

Massachusetts tuition:	Part 1, \$30.00; Part 2, \$27.50
Out-of-state tuition:	Part 1, \$35.00; Part 2, \$33.00
Cost of books, etc.:	\$32.00

## English XII — College Preparatory, Parts 1, 2

(1 HSU)

Ten lessons in each part

Our survey of literature introduces representative British writers from Anglo-Saxon times to our own. The history of drama, the arts as aids in interpreting literature, literary terms and techniques, the recognition of recurring dynamic changes in taste, the relationships between political and literary history — all these topics and more will help you to understand your literary heritage. Great works and great names are studied intensively. Shakespeare's *MacBeth* is explored in detail.

Language skills receive constant attention; composition practice is included in each lesson. You will plan your own individualized attack on those language skills in which you are weak. Spelling is discussed in terms of a phonetic alphabet.

*Prerequisites:* English IX, X, and XI — College Preparatory.

Massachusetts tuition:	Part 1, \$30.00; Part 2, \$27.50
Out-of-state tuition:	Part 1, \$35.00; Part 2, \$33.00
Cost of books, etc.:	\$28.00

## English XII — General, Parts 1, 2

(1 HSU)

Ten lessons in each part

Have you ever asked yourself the questions "Who am I?" and "What do I believe?" The texts *Who We Are* and *What We Believe*, used in this popular course, furnish useful answers. Full of exciting stories, poems, and two plays, they illustrate and illuminate the above questions. You will find stories by



Hawthorne, Poe, Mark Twain, W.E.B. Du Bois, Hemingway, Woody Allen and John Updike, among others.

Also included in the course is a review of grammar called *Improving Composition* which contains clear and concise explanations and helpful examples.

A novel and the study of *The Job You Want — How to Get It* complete the readings for this diversified course.

*Prerequisites:* Three units of high school English. This course is recommended for general students.

Massachusetts tuition: Part 1, \$30.00; Part 2, \$27.50

Out-of-state tuition: Part 1, \$35.00; Part 2, \$33.00

Cost of books, etc.: \$29.00

## **Improving Your Reading Skills, Parts 1, 2**

(1 HSU)

Ten lessons in each part

This exiting course is designed for people who have already learned to read. It will challenge the student of any age to improve his or her ability to think as s(he) reads. The interesting and stimulating material used will bring increased skill to any previous level of achievement in reading. This course offers an original, simplified, individual plan for one who finds himself baffled by the need of working more quickly through the vast mass of printed matter confronting him, such as applications for licenses, directions, advertising, news items, questionnaires, contracts and agreements, as well as reading for his own enjoyment. Twenty lessons in any skill will bring noticeable improvement.

This course of twenty lessons is designed to do just that — to improve *your* individual reading skills.

Massachusetts tuition: Part 1, \$30.00; Part 2, \$27.50

Out-of-state tuition: Part 1, \$35.00; Part 2, \$33.00

Cost of books, etc.: \$36.00





## g.e.d. preparation

### Non-Credit

#### High School Equivalency Preparation

Fifteen lessons

You didn't complete high school for one reason or another and now you realize the importance of the high school diploma. You left high school last year or thirty years ago and now you'd like to get a high school diploma. You know that with a high school diploma you'll be able to apply for a better job, or you'll be able to continue your education. You may not want a high school diploma for any other reason than the satisfaction in knowing you have it! Well, you can get the equivalent of a high school diploma in a very short time and with a minimum of study.

This equivalent certificate is known as the state high school equivalency certificate. You can earn this certificate by taking a battery of five General Educational Development (GED) Tests. You have to pass the battery of tests and to help you pass, a review course in English grammar and usage, basic math, and reading comprehension is being offered. Fifteen relatively short lessons take you through the basics and on the road to certification. A very high percentage of students taking this review course pass the GED battery and get their well-deserved certification. You shouldn't wait — you shouldn't hesitate! You *should* have your high school equivalency certificate. *Certificates are not issued for the completion of this course.*

Massachusetts tuition:	\$42.50
Out-of-state tuition:	\$50.00
Cost of books, etc.:	No texts required



The Commonwealth of Massachusetts  
DEPARTMENT OF EDUCATION  
BUREAU OF STUDENT, COMMUNITY  
AND ADULT SERVICES

Application for Correspondence Course

(Answer every question)

Date \_\_\_\_\_

Name Mr./Ms. \_\_\_\_\_

(Print name in full)  
(Married women should NOT give husband's first name.)

Mailing Address \_\_\_\_\_

(Street and Number)

City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Address (if different) \_\_\_\_\_

Home Telephone No. \_\_\_\_\_ Business Telephone No. \_\_\_\_\_

Please enroll me in the following correspondence course:

\_\_\_\_\_  
(Give exact title. Use separate blank for each course.)

Do you want books? \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

Use personal check or money order made payable to  
"Commonwealth of Massachusetts." Mail with application to:  
Correspondence Instruction, Student, Community  
and Adult Services  
1385 Hancock Street, Quincy, Massachusetts 02169

Do you claim eligibility for free instruction as a veteran? \_\_\_\_\_

Are you working toward a local high school diploma? \_\_\_\_\_

If so, where? \_\_\_\_\_

Are you working toward a high school equivalency certificate? \_\_\_\_\_

FOR USE OF EDUCATION OFFICERS OR SCHOOL ADVISORS

Approved: \_\_\_\_\_

Approval by education officer indicates that the applicant is entitled by law to free instruction and that the course selected is appropriate.

Approval by high school advisor indicates that the school will accept transfer credit when earned and that the course selected is appropriate.

Age \_\_\_\_\_ Number of years of schooling completed \_\_\_\_\_

How many hours per week can you devote to home study? \_\_\_\_\_

By whom employed? \_\_\_\_\_

Occupation \_\_\_\_\_

Experience in business, industry, teaching, etc.

How did you first hear of our correspondence courses?

Reason for selecting this course \_\_\_\_\_

Have you ever before enrolled in one of our correspondence courses?

Yes \_\_\_\_ No \_\_\_\_ If so, what course(s) and when? \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

*Veterans, please answer the following questions:*

What is your service serial number? \_\_\_\_\_

Date of entry into active service \_\_\_\_\_

Date of discharge \_\_\_\_\_

Has your discharge been recorded previously with the Bureau of Student, Community and Adult Services?

(If enrolling for the first time, submit a copy of military discharge: DD 214. Copy will be returned to you.)

Were you a resident of Massachusetts when you entered military service? \_\_\_\_\_

*Residents of Massachusetts over 65 years of age, please answer these questions:*

Have your birth certificate and proof of residence been recorded previously with the Bureau? \_\_\_\_\_

If you are enrolling for the first time, please submit evidence of:

Date of birth: (Show date here) \_\_\_\_\_

Legal residence (Show name or city or town here) \_\_\_\_\_





The Commonwealth of Massachusetts  
DEPARTMENT OF EDUCATION  
BUREAU OF STUDENT, COMMUNITY  
AND ADULT SERVICES

Application for Correspondence Course

(Answer every question)

Date \_\_\_\_\_

Name Mr./Ms. \_\_\_\_\_

(Print name in full)  
(Married women should NOT give husband's first name.)

Mailing Address \_\_\_\_\_

(Street and Number)

City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Address (if different) \_\_\_\_\_

Home Telephone No. \_\_\_\_\_ Business Telephone No. \_\_\_\_\_

Please enroll me in the following correspondence course:

\_\_\_\_\_  
(Give exact title. Use separate blank for each course.)

Do you want books? \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

Use personal check or money order made payable to  
"Commonwealth of Massachusetts." Mail with application to:  
Correspondence Instruction, Student, Community  
and Adult Services  
1385 Hancock Street, Quincy, Massachusetts 02169

Do you claim eligibility for free instruction as a veteran? \_\_\_\_\_

Are you working toward a local high school diploma? \_\_\_\_\_

If so, where? \_\_\_\_\_

Are you working toward a high school equivalency certificate? \_\_\_\_\_

FOR USE OF EDUCATION OFFICERS OR SCHOOL ADVISORS

Approved: \_\_\_\_\_

Approval by education officer indicates that the applicant is entitled by law to free instruction and that the course selected is appropriate.

Approval by high school advisor indicates that the school will accept transfer credit when earned and that the course selected is appropriate.



Age \_\_\_\_\_ Number of years of schooling completed \_\_\_\_\_

How many hours per week can you devote to home study? \_\_\_\_\_

By whom employed? \_\_\_\_\_

Occupation \_\_\_\_\_

Experience in business, industry, teaching, etc.

\_\_\_\_\_

\_\_\_\_\_

How did you first hear of our correspondence courses?

\_\_\_\_\_

Reason for selecting this course \_\_\_\_\_

\_\_\_\_\_

Have you ever before enrolled in one of our correspondence courses?

Yes \_\_\_\_ No \_\_\_\_ If so, what course(s) and when? \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

*Veterans, please answer the following questions:*

What is your service serial number? \_\_\_\_\_

Date of entry into active service \_\_\_\_\_

Date of discharge \_\_\_\_\_

Has your discharge been recorded previously with the Bureau of Student, Community and Adult Services?

(If enrolling for the first time, submit a copy of military discharge: DD 214. Copy will be returned to you.)

Were you a resident of Massachusetts when you entered military service? \_\_\_\_\_

*Residents of Massachusetts over 65 years of age, please answer these questions:*

Have your birth certificate and proof of residence been recorded previously with the Bureau? \_\_\_\_\_

If you are enrolling for the first time, please submit evidence of:

Date of birth: (Show date here) \_\_\_\_\_

Legal residence (Show name or city or town here) \_\_\_\_\_



## languages

### High School Credit

#### Latin I, Parts 1, 2

(1 HSU)

Sixteen lessons in each part

Text and Study Guide used together provide, in easy stages, thorough training in the grammar of the most widely used language in all the world's history. The main objective is to teach Latin in the most economical and effective way. Latin is taught as an aid to effective English, and Roman life and culture are interpreted in terms of their significance to modern society. The course is geared to college entrance requirements, but the translation exercises are interesting to adults.

Massachusetts tuition: Part 1, \$45.00; Part 2, \$42.50  
 Out-of-state tuition: Part 1, \$53.00; Part 2, \$51.00  
 Cost of books, etc.: \$30.00

#### Latin II, Parts 1, 2

(1 HSU)

Sixteen lessons in each part

Life in a Roman family, selections from the great historian Livy, the story of the golden fleece, some of Pliny's letters, samples of Latin literature just for fun, and selected passages from the seven books of Caesar's Gallic Wars are the main substance of the course. The emphasis is on comprehension of what is read and further vocabulary with some review grammar.  
*Prerequisite: Latin I.*

Massachusetts tuition: Part 1, \$45.00; Part 2, \$42.50  
 Out-of-state tuition: Part 1, \$53.00; Part 2, \$51.00  
 Cost of books, etc.: \$30.00

**French I, Parts 1, 2**

(1 HSU)

Sixteen lessons in each part

An introduction to French as it is presently written and spoken. This is a basic course for beginners featuring various reading, writing, and conversational exercises allowing the student to learn French in an interesting and practical manner. Basic vocabulary, fundamentals of French grammar, frequently used verbs, and useful idiomatic expressions are learned in this course.

Massachusetts tuition:	Part 1, \$45.00; Part 2, \$42.50
Out-of-state tuition:	Part 1, \$53.00; Part 2, \$51.00
Cost of books, etc.:	\$33.00

**French II, Parts 1, 2**

(1 HSU)

Sixteen lessons in each part

This course, which is the logical continuation of *French I*, builds upon the knowledge acquired in the basic course. In addition to more advanced grammatical and conversational exercises, reading selections from well-known French authors are included and discussed through question-answer type exercises.

*Prerequisite: French I or the equivalent.*

Massachusetts tuition:	Part 1, \$45.00; Part 2, \$42.50
Out-of-state tuition:	Part 1, \$53.00; Part 2, \$51.00
Cost of books, etc.:	\$34.00

**Spanish I, Parts 1, 2**

(1 HSU)

Sixteen lessons in each part

This basic course in Spanish is based on sound linguistic analysis. The program uses deductive methods to develop the comprehension necessary for reading and writing skills. All the important points of Spanish grammar are introduced and mastered at a continually controlled pace. Sequential study is emphasized.

Massachusetts tuition:	Part 1, \$45.00; Part 2, \$42.50
Out-of-state tuition:	Part 1, \$53.00; Part 2, \$52.00
Cost of books, etc.:	\$48.00





# mathematics

## Non-Credit

### Everyday Review Mathematics

**Ten lessons**

This course is a refresher for those far removed from their formal schooling days. It is intended as a review and brushup for algebra and other more advanced courses.

It covers the four fundamental operations on the whole numbers, fractions and decimals; also percents, ratio and proportion, consumer and business applications. This course should prove to be a simple one for most students and is a sound review of elementary arithmetic through junior high school.

Massachusetts tuition:	\$30.00
Out-of-state tuition:	\$35.00
Cost of books, etc.:	\$19.00

### The Metric System

**Ten lessons**

We see a mile on a clear day, but the citizens of most nations see a kilometer instead. Essentially we see distance defined in man-made terms.

This is an elementary course in the metric system of measurement. It is designed to give students with little or no background in metrics a basic understanding of the history, characteristics, and uses of the metric system. The only mathematical skills you'll need are the ability to add, subtract, multiply and divide. The text materials, questions, and activities of the course will stress everyday consumer concerns which will result from the increased use of metric notation by American business and industry.

Massachusetts tuition:	\$32.50
Out-of-state tuition:	\$38.00
Cost of books, etc.:	No textbooks required.



## High School Credit

### Business Mathematics, Parts 1, 2

(1 HSU)      Ten lessons in each part

The basic operations are first reviewed through a study of problems faced by every individual in daily life. Considerable attention is devoted to personal finance, borrowing money, housing expenditures, transportation, taxes, problems of a small business, retail buying and selling practices, the use of mathematics by the wholesaler and manufacturer, business ownership, everyday measurements, and civil service problems.

*Level of difficulty:* This is the least difficult of the credit courses in mathematics.

Massachusetts tuition:	Part 1, \$30.00; Part 2, \$27.50
Out-of-state tuition:	Part 1, \$35.00; Part 2, \$33.00
Cost of books, etc.:	\$21.00

### General Mathematics, Parts 1, 2

(1 HSU)      Ten lessons in each part

This is the most comprehensive mathematics course we have. Part 1 covers not only the four fundamental operations on whole numbers, but also fractions, decimals, ratio and proportion, percents, income/earnings for taxes and banking; credit cards, loans (for home, auto, insurance and life and health).

Part 2 continues with savings and investments, business operations and accounting; expressions and equations; reciprocals and general equations; graphing points, equations, pairs and slopes, and a lesson on sines and cosines.

Massachusetts tuition:	Part 1, \$30.00; Part 2, \$27.50
Out-of-state tuition:	Part 1, \$35.00; Part 2, \$33.00
Cost of books, etc.:	\$14.00

## Elementary Algebra, Parts 1, 2

(1 HSU) Twelve lessons in each part

Using “modern” language and methods, this course is the standard approach to college level mathematics. The course is not rigorous but does cover topics from the language of algebra through quadratic functions and equations.

The text is elaborate but simple, with many sample problems and solutions. Answers to odd-numbered exercises are provided. Frequent oral exercises (with answers) are provided for “warm up.” If you can solve the “warm up” problems correctly, you’re ready to tackle the homework to be submitted for correction.

Massachusetts tuition:	Part 1, \$35.00; Part 2, \$32.50
Out-of-state tuition:	Part 1, \$41.00; Part 2, \$39.00
Cost of books, etc.:	\$20.00

## Intermediate Algebra, Parts 1, 2

(1 HSU) Twelve lessons in each part

This course is a continuation of the elementary algebra course and uses the next text in the series. It covers operations, properties of real numbers, equations, polynomials, fractions, irrational numbers and quadratic equations and functions. Also included are logarithms, series, permutations and trigonometry.

The text is clearly written with several model problems and answers to odd-numbered exercises. The motif and language are modern and readable.

This course is the second one necessary for meeting college entrance requirements.

*Prerequisite: Elementary Algebra.*

Massachusetts tuition:	Part 1, \$35.00; Part 2, \$32.50
Out-of-state tuition:	Part 1, \$41.00; Part 2, \$39.00
Cost of books, etc.:	\$20.00

**Geometry, Parts 1, 2**

(1 HSU)

Twelve lessons in each part

We start with basic definitions and go on to study angles and perpendicular lines, triangles and polygons, the use of the Pythagorean Theorem, circles, constructions, measuring plane and solid figures and on into coordinate geometry.

Geometry, of course, has always dealt with "proofs," and it still does — but you'll enjoy the "Oral Exercises" (with answers given) to help you understand just what is expected in the written assignments.

*Prerequisite: Algebra I.*

Massachusetts tuition: Part 1, \$35.00; Part 2, \$32.50

Out-of-state tuition: Part 1, \$41.00; Part 2, \$39.00

Cost of books, etc.: \$16.00

**science****High School Credit****General Biology, Parts 1, 2**

(1 HSU)

Eight lessons in each part

Here is a good solid non-laboratory course in the science of living things.

Part 1 considers, among other topics, the chemical basis of life, the cell — its structure, nutrition, growth and reproduction; heredity and genes, bacteria and diseases; and structure, function and reproduction in flowering plants.

Part 2 includes the following: worms, insects, fish, reptiles, birds; mammals; the human framework and bodily functions; and an introduction to ecology, environmental changes and conservation.

Massachusetts tuition: Part 1, \$25.00; Part 2, \$22.50

Out-of-state tuition: Part 1, \$29.00; Part 2, \$27.00

Cost of books, etc.: \$33.00

**Modern Health, Parts 1, 2**

(1 HSU)

Ten lessons in each part

Modern health today is concerned with a great deal more than the basics of personal hygiene. Some of the new concerns are the importance of diet to well-being; what we know now about alcohol and smoking; the problems of drug use and abuse; understanding mental illness; the relationship between physical health and emotional stability; and growing opportunities in health careers.

Massachusetts tuition:	Part 1, \$30.00; Part 2, \$27.50
Out-of-state tuition:	Part 1, \$35.00; Part 2, \$33.00
Cost of books, etc.:	\$24.00

**Chemistry, Parts 1, 2**

(1 HSU)

Twelve lessons in each part

This challenging course is designed for both the student who needs a sound preparation for further study and those who seek simply to better understand the complex world about them. A comprehensive coverage of classical chemistry, from atomic structure to radioactivity, is supplemented by enrichment lessons on household chemistry, the environment, and the ever current problem of drugs. Chemistry is an exciting and intellectually stimulating course that will be of interest and value to prospective nurses, laboratory technicians, home economists, and householders. This non-laboratory course provides thorough training for college entrance.

Massachusetts tuition:	Part 1, \$35.00; Part 2, \$32.50
Out-of-state tuition:	Part 1, \$41.00; Part 2, \$39.00
Cost of books, etc.:	\$28.00





## social sciences

### Non-Credit

#### Practical Politics

Ten lessons

Actual incidents are described in this dramatic story of the people, the procedures, and the pressures of the legislative process at the state level. What kinds of people are these legislators? How do they get elected? In what different ways do they adapt to legislative life? How do they cope with conflicting pressures? Are the lobbyists a constructive or a destructive force? What are the pitfalls in analyzing a recorded vote? To what extent can we anticipate the way a given legislator will vote on a specific bill? Do we expect too much — or not enough — of those who represent us? These and many other challenging questions are considered. The text is a detailed study of the members of the Connecticut legislature. The Study Guide was written by a State House correspondent in close touch with the people and problems of Beacon Hill. Supervised final examination.

Massachusetts tuition:	\$32.50
Out-of-state tuition:	\$38.00
Cost of books, etc.:	\$ 4.00

#### Law and the Legal System, Parts 1, 2

Fifteen lessons in each part

An introduction to law, legal institutions and basic principles of the American legal system. In Part 1, the systems of courts in the United States are explained. The functions of judge and jury are examined. Various judicial remedies are identified. The student is introduced to fundamental principles, rules, and features of the American legal system such as due process, the distinction between criminal and civil law, the obligation of courts to follow precedent, statutes of limitations, immunities from legal action, the distinction between equity and common law. Part 2 features a study of civil as well as criminal procedures with special attention given to

constitutional guarantees. Other topics include: legislation in the United States, the functions of administrative agencies, negligence and torts. The student learns about law through the reading of textual materials and through the case study method.

Massachusetts tuition:	Part 1, \$42.50; Part 2, \$40.00
Out-of-state tuition:	Part 1, \$50.00; Part 2, \$48.00
Cost of books, etc.:	\$27.00

## **Preparation for Naturalization**

Nine lessons

Are you a permanent resident who is applying for naturalization and needs instruction in the government and history section of the examination you'll be taking to become a citizen?

Are you someone who would like to take a self-study course in American history and government?

If the answer to either of these questions is yes, this course is for you. It is designed primarily to help immigrants prepare for the naturalization examination, but it is also very informative for anyone wishing to pursue a short, clear and concise course in United States history through the implementation of the Constitution and fundamental principles of American government.

It is a nine-lesson, non-credit course with seven mail-in lesson reports which contain only objective questions, such as multiple choice, matching, true/false and fill-in-the-blank. There is no final examination.

Massachusetts tuition:	\$21.50
Out-of-state tuition:	\$26.00
Cost of books, etc.:	\$ 3.00

## **High School Credit**

### **American History — College Preparatory, Parts 1, 2**

(1 HSU)

Twelve lessons in each part

Here is one of the most challenging, thought-provoking and dramatic courses in the field of history that you will encounter anywhere. It shows why men acted the way they did and how the past has shaped the present, and gives insight into the

complexities of America today. Excellent coverage and discussion beginning with early colonization and ending with the Vietnam War. This course is recommended for the college-bound student.

Massachusetts tuition:	Part 1, \$35.00; Part 2, \$32.50
Out-of-state tuition:	Part 1, \$41.00; Part 2, \$39.00
Cost of books, etc.:	\$31.00

### **American History — General, Parts 1, 2**

(1 HSU)

Twelve lessons in each part

This course has a novel approach to American History that will stimulate and entertain even the most reluctant student. It not only gives an excellent overview of the nation's growth and development, but makes that history come alive with interesting anecdotes about individuals and events that shaped the character of our nation.

The impact of technology is stressed — not only for its effects on our country's growth but also its influence on our relations with other nations.

Part 1 covers prehistory through 1898 with the texts *A Nation Conceived and Dedicated* and *Old Hate-New Hope*. Part 2 covers the period from 1898 to the present and beyond with the texts *Coming of Age* and *Yesterday, Today, Tomorrow*.

Massachusetts tuition:	Part 1, \$35.00; Part 2, \$32.50
Out-of-state tuition:	Part 1, \$41.00; Part 2, \$39.00
Cost of books, etc.:	\$28.00

### **World History, Parts 1, 2**

(1 HSU)

Twelve lessons in each part

Here is a stimulating course geared toward the general student. It gives a comprehensive overview of global history and features in-depth studies of famous individuals and their impact on society. The student is encouraged to think for him/herself, to interpret historical events in the light of history as it is being made today, and in particular, the student is encouraged to see the importance of technological and scientific advances and their impact on the growth of civilization. The course is built around the Scholastic World History Program and features four paperback books with



excellent illustrations. There are plenty of action projects and interesting word puzzles. Part 1 covers *The Rise of the West* and *The Age of Europe*. Part 2 continues the story of mankind with *Empires Beyond Europe* and *The Modern World*.

Massachusetts tuition:	Part 1, \$35.00; Part 2, \$32.50
Out-of-state tuition:	Part 1, \$41.00; Part 2, \$39.00
Cost of books, etc.:	\$28.00

## **Problems of Democracy, Parts 1, 2**

(1 HSU)      Ten lessons in each part

This course is a “must” for everyone — from high school student to senior citizen. It’s a real eye-opener about the workings of our democratic system of government. Start right out with the question, “Why have a government at all?” You’ll be surprised at the answers — even learn what happened to the world when there wasn’t any government. Yes, it really did happen!

What about citizenship? You’ll find out that there are just as many responsibilities to being a citizen as there are rights. But the whole thing boils down to this — you’ve got to let your government know who’s the boss. Who *is* the boss? The President? Congress? The Supreme Court? No! *You* are the boss in a democracy. But if you don’t let your government know it — watch out! After you’ve taken this course, we won’t be surprised if you start running for elective office — and you might just be a winner!

Massachusetts tuition:	Part 1, \$30.00; Part 2, \$27.50
Out-of-state tuition:	Part 1, \$35.00; Part 2, \$33.00
Cost of books, etc.:	\$28.00

## **General Psychology, Parts 1, 2**

(1 HSU)      Ten lessons in each part

Here is a course for the college-bound student with a serious interest in psychology. Topics covered include heredity and environment, human development, learning and conditioning, memory, the beginnings of thinking and language, solving problems and thinking creatively, motivation, emotion, and

sensory experience. In Part 2, our study continues with perception, altered states of consciousness, biological foundations of behavior, mental testing, personality, abnormal behavior, psychotherapy, judging societies and the individual in society.

Massachusetts tuition:	Part 1, \$30.00; Part 2, \$27.50
Out-of-state tuition:	Part 1, \$35.00; Part 2, \$33.00
Cost of books, etc.:	\$20.00

### **Consumer Economics**

(½ HSU)

Twelve lessons

This is a living dynamic treatment of the forces and influences which shape our daily living. The emphasis is on how our economic system operates and the relationship between business enterprise and individual decision-making. There are dozens of practical consumer problems such as those faced by individuals and families in managing income, buying and spending wisely, using credit, using advertising and information aids, choosing insurance policies, investing and owning or renting a home.

Massachusetts tuition:	\$37.50
Out-of-state tuition:	\$44.00
Cost of books, etc.:	\$18.00

## TEXTBOOK PRICE LIST\*

### American History — College Preparatory

Part 1: *The Rise of the American Nation* (\$13.00); *The Human Side of American History* (\$5.00); *A Sense of the Past* (\$10.00); Choice of one of the following: *American Woman Today*, *Women in American Life*, *Women in Modern America* (each \$3.00).

Part 2: *The Rise of the American Nation* (same text as Part 1); *The Human Side of American History* (same text as Part 1); *A Sense of the Past* (same text as Part 1).

### American History — General

Part 1: *A Nation Conceived and Dedicated* (\$7.00); *Old Hate-New Hope* (\$7.00).

Part 2: *Coming of Age* (\$7.00); *Yesterday, Today, Tomorrow* (\$7.00).

### Applied Business Law

Part 1: *Applied Business Law* (\$12.00); *Workbook for Applied Business Law* (\$5.00).

Part 2: *Applied Business Law* (same text as Part 1); *Workbook for Applied Business Law* (same as Part 1).

### Automotive Chassis

*Automotive Mechanics* (\$30.00); *Automotive Chassis* (\$5.00).

### Automotive Engines

*Automotive Mechanics* (same text as in Automotive Chassis course); *Automotive Engines* (\$5.00).

### Basic Civil Service Training

*Intensive Clerical and Civil Service Training* (\$8.00).

### Basic Drawing Techniques

*How to Draw What You See* (\$15.00)

### Basic Electronics

Part 1: *Basic Electronics* (\$30.00)

Part 2: *Basic Electronics* (same text as Part 1).

### Basic Television

Part 1: *Basic Television, Principles and Servicing* (\$30.00)

Part 2: *Basic Television, Principles and Servicing* (same text as Part 1).

\*Textbook prices subject to change without notice.



**Bookkeeping**

Part 1: *Century 21 Accounting, B30* (\$15.00); *Working Papers B311* (\$8.00); *Working Papers B312* (\$8.00).

Part 2: *Century 21 Accounting, B30* (same text as Part 1); *Working Papers B311* (same as Part 1); *Working Papers B312* (same as Part 1).

**Building Custodians' Preparation**

*Building Custodians' Preparation manual* (\$7.50).

**Business Mathematics**

Part 1: *Applied Business Mathematics* (\$15.00); *Problems and Drills* (\$6.00).

Part 2: *Applied Business Mathematics* (same text as Part 1); *Problems and Drills* (same as Part 1).

**Chemistry**

Part 1: *Modern Chemistry* (\$25.00); *Tests in Chemistry* (\$3.00).

Part 2: *Modern Chemistry* (same text as Part 1); *Tests in Chemistry* (same as Part 1).

**Consumer Economics**

*Consumer Economic Problems* (\$13.00); *Workbook* (\$5.00).

**Elementary Algebra**

Part 1: *Algebra, Structure and Method, Book 1* (\$20.00).

Part 2: *Algebra, Structure and Method, Book 1* (same text as Part 1).

**English for Everyone**

Part 1: *Better English* (\$4.50).

Part 2: *Better English* (same text as Part 1).

**English IX**

Part 1: *Adventures in Reading* (\$16.00); *English 2600* (\$8.00); *Tests for English 2600* (\$2.00).

Part 2: *Adventures in Reading* (same text as Part 1); *English 2600* (same text as Part 1); *Tests for English 2600* (same as Part 1).

**English X**

Part 1: *Adventures in Appreciation* (\$15.00); *Tests for Adventures in Appreciation* (\$5.00); *English 2600* (\$8.00); *Tests for English 2600* (\$2.00).

Part 2: *Adventures in Appreciation* (same text as Part 1); *Tests for Adventures in Appreciation* (same as Part 1); *English 2600* (same text as Part 1); *Tests for English 2600* (same as Part 1).

**English XI — College Preparatory**

Part 1: *Adventures in American Literature* (\$17.00); *Tests for Adventures in American Literature* (\$5.00); *Practice in English* (\$8.00).

Part 2: *Adventures in American Literature* (same text as Part 1); *Tests for Adventures in American Literature* (same as Part 1); *Practice in English* (same as Part 1).

**English XI — General**

Part 1: *Adventures for Americans* (\$15.00); *English 3200* (\$14.00); *Tests for English 3200* (\$3.00).

Part 2: *Adventures for Americans* (same text as Part 1); *English 3200* (same text as Part 1); *Tests for English 3200* (same as Part 1).

**English XII — College Preparatory**

Part 1: *Adventures in English Literature* (\$15.00); *Tests for Adventures in English Literature* (\$5.00); *English Workshop* (\$6.00); *Mastery Tests for English Workshop* (\$2.00).

Part 2: *Adventures in English Literature* (same text as Part 1); *Tests for Adventures in English Literature* (same as Part 1); *English Workshop* (same text as Part 1); *Mastery Tests for English Workshop* (same as Part 1).

**English XII — General**

Part 1: *Who We Are* (\$7.00); *Improving Composition* (\$8.00); *The Light in the Forest* (\$3.00).

Part 2: *What We Believe* (\$7.00); *Improving Composition* (same as Part 1); *The Job You Want* (\$4.00).

**Everyday Review Mathematics**

*Trouble-Shooting Mathematics Skills* (\$19.00).

**French I**

Part 1: *Conversational and Cultural French* (\$20.00); *French H10* (\$6.50).

Part 2: *Conversational and Cultural French* (same text as Part 1); *French H11* (\$6.50).

**French II**

Part 1: *Conversational and Cultural French* (\$20.00); *French Masters*; *French H20* (\$7.00).

Part 2: *Conversational and Cultural French* (same text as Part 1); *French Masters* (same text as Part 1); *French H21* (\$7.00).

**General Biology**

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Part 2: *Pathways in Biology* (same text as Part 1); *Biology H21* (\$5.00).

**General Mathematics**

Part 1: *Mathematics Plus!* (\$14.00).

Part 2: *Mathematics Plus!* (same text as Part 1).

**General Psychology**

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Part 2: *Psychology: A Basic Course* (same text as Part 1).

**Geometry**

Part 1: *Modern Basic Geometry* (\$16.00).

Part 2: *Modern Basic Geometry* (same text as Part 1).

**Improving Your Reading Skills**

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Part 2: *Designs in Poetry* (\$9.00); *Designs in Fiction* (\$9.00)

**Interior Design**

Part 1: *Interior Design* (\$6.50)

Part 2: *Interior Design* (same text as Part 1).

**Intermediate Algebra**

Part 1: *Algebra and Trigonometry, Structure and Method, Book 2* (\$20.00).

Part 2: *Algebra and Trigonometry, Structure and Method, Book 2* (same text as Part 1).

**Latin I**

Part 1: *Latin for Americans, Book 1* (\$16.00); *Latin H10* (\$7.00).

Part 2: *Latin for Americans, Book 1* (same text as Part 1); *Latin H11* (\$7.00).

**Latin II**

Part 1: *Latin for Americans, Book 2* (\$16.00); *Latin H20* (\$7.00).

Part 2: *Latin for Americans, Book 2* (same text as Part 1); *Latin H21* (\$7.00).

**Law and the Legal System**

Part 1: *Introduction to Law and the Legal System* (\$27.00).

Part 2: *Introduction to Law and the Legal System* (same text as Part 1).



**Modern Health**

Part 1: *Modern Health* (\$24.00).

Part 2: *Modern Health* (same text as Part 1).

**Practical Politics**

*The Lawmakers* (\$4.00).

**Preparation for Naturalization**

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**Problems of Democracy**

Part 1: *Politics and People* (\$7.00); *Foundations of Our Government* (\$7.00).

Part 2: *State and Local Government* (\$7.00); *The Presidency, Congress, and the Supreme Court* (\$7.00).

**Small Business Management**

*Business Principles and Management* (\$12.00).

**Spanish I**

Part 1: *En Camino* (\$24.00); *En Camino Workbook* (\$10.00); *Spanish H10* (\$7.00).

Part 2: *En Camino* (same text as Part 1); *En Camino Workbook* (same as Part 1); *Spanish H11* (\$7.00).

**Transistors**

Part 1: *Transistor Circuit Action* (\$13.00).

Part 2: *Transistor Circuit Action* (same text as Part 1).

**Typewriting**

Part 1: *Century 21 Typewriting* (\$16.00); *Lab materials* (\$7.00).

Part 2: *Century 21 Typewriting* (same text as Part 1); *Lab materials* (same as Part 1).

**Vocabulary Building**

*30 Days to a More Powerful Vocabulary* (\$4.00).

**World History**

Part 1: *The Rise of the West* (\$7.00); *The Age of Europe* (\$7.00).

Part 2: *Empires Beyond Europe* (\$7.00); *The Modern World* (\$7.00).

## INDEX TO COURSES

American History — College Preparatory .....	29
American History — General .....	30
Applied Business Law .....	12
Automotive Chassis .....	10
Automotive Engines .....	10
Basic Civil Service Training .....	13
Basic Drawing Techniques .....	9
Basic Electronics .....	14
Basic Television .....	14
Bookkeeping .....	11
Building Custodians' Preparation .....	13
Business Mathematics .....	24
Chemistry .....	27
Consumer Economics .....	32
Elementary Algebra .....	25
English for Everyone .....	16
English IX .....	16
English X .....	16
English XI — College Preparatory .....	17
English XI — General .....	17
English XII — College Preparatory .....	18
English XII — General .....	18
Everyday Review Mathematics .....	23
French I .....	22
French II .....	22
General Biology .....	26
General Mathematics .....	24
General Psychology .....	31
Geometry .....	26
High School Equivalency Preparation .....	20
Improving Your Reading Skills .....	19
Interior Design .....	9
Intermediate Algebra .....	25
Latin I .....	21
Latin II .....	21

Law and the Legal System .....	28
Metric System (The) .....	23
Modern Health .....	27
Practical Politics .....	28
Preparation for Naturalization .....	29
Problems of Democracy .....	31
Small Business Management .....	12
Spanish I .....	22
Transistors .....	15
Typewriting .....	11
Vocabulary Building .....	15
World History .....	30







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